

STATE OF CALIFORNIA

STEVE WESTLY,
California State Controller

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: July 18, 2003

TO: All Agencies in the Management Information Retrieval System

FROM: Ron Hutcheson, Manager
Customer Support Section

RE: MANAGEMENT INFORMATION RETRIEVAL SYSTEM (MIRS) TRAINING

We are pleased to announce the availability of two new MIRS training programs. These programs, MIRS Refresher and MIRS Intermediate, are one day courses that were developed based on your comments and suggestions from the 2002 MIRS Customer Satisfaction Survey.

Please note that we are implementing a new enrollment process for the MIRS Refresher and MIRS Intermediate Training courses. This process will incorporate use of a 'MIRS Training Needs Assessment', that will be used by departments to identify their MIRS training needs. The Needs Assessment will be conducted three times per year, from which training classes will be scheduled for September through December (Fall Semester), January through March (Winter Semester), and April through June (Spring Semester). During July and August, the MIRS Consultants will revise course materials and prepare for the next year's training.

The new enrollment process will not include the existing MIRS Initial Training program. MIRS Initial Training is an introductory four-day class, plus a one-day follow-up. This "hands-on" training program covers the MIRS process and is recommended for all new MIRS users. Trainees will access the MIRS Database and through the use of various exercises, will learn how to write and generate basic MIRS reports.

To attend the MIRS Initial Training program, trainees must complete the MIRS checklist. Personnel/Payroll and Employment History knowledge is strongly recommended. This class is only scheduled when there's enough trainees to fill a class. Please contact the MIRS Consultants for more information.

The following provides detailed information involving the enrollment process for the MIRS Refresher and MIRS Intermediate courses and includes course descriptions and prerequisites.

TRAINING ENROLLMENT

On Tuesday, July 22, 2003 a MIRS Training Needs Assessment form will be sent via electronic mail to all MIRS Departmental Contacts. In order to create an equitable process for all departments when responding to the Needs Assessment, we request that the MIRS Departmental Contacts complete the form and return it no earlier than 8:00 AM on Tuesday July 29, 2003 and no later than the close of business on Tuesday, August 5, 2003. Please

return the form to the MIRS Consultants at mirs@sco.ca.gov, or via FAX at (916) 324-7265. Please note that no phone calls will be accepted in lieu of this procedure.

By Monday, August 11, 2003 the Fall 2003 MIRS Training Schedule will be published via electronic mail. On Tuesday, August 19, 2003 the MIRS Consultants will begin contacting each MIRS Departmental Contact in the order that the Needs Assessment forms were received.

We will make every effort to schedule those who meet the enrollment requirements into the training class and dates requested. However, if placement is not possible at that time, the MIRS Consultants will offer other alternatives, dates, or suggest a direct contact with a Consultant to discuss on-site consultations or a special request training program.

CONFIRMATION OF ENROLLMENT

Each scheduled trainee and the MIRS Departmental Contact will receive an electronic mail confirmation letter approximately 30 days prior to the class date. This letter will contain important enrollment information including class dates, duration of the class, times and location.

CANCELLATION REQUIREMENTS

To cancel an enrolled trainee, contact one of the MIRS Consultants at (916) 324-7268, (916) 322-4897, (916) 322-7963, or e-mail us at mirs@sco.ca.gov. It is important to contact us no later than two weeks before the class, so that the MIRS Consultants have an opportunity to fill the vacancy.

ENROLLMENT SUBSTITUTIONS

Substitutions will be accepted provided the substituting trainee meets the prerequisites set for the course.

COURSE REQUIREMENTS

Prerequisites ensure that each trainee succeeds in comprehending the subject matter offered in the class. Trainees who lack the required experience may have difficulty with the material and detract from the class. Therefore, if a trainee is unable to maintain the pace of the session, the instructor may request that he/she return to his/her department.

CONSULTATIONS/SPECIAL REQUESTS

To request consultations or a special request training program, contact the MIRS Consultants at (916) 324-7268, (916) 322-4897, (916) 322-7963, or e-mail us at mirs@sco.ca.gov.

COURSE DESCRIPTIONS AND PREREQUISITES

THESE COURSES ARE ONLY OFFERED IN SACRAMENTO AT THE STATE CONTROLLER'S OFFICE

MIRS REFRESHER TRAINING (1 DAY)

MIRS Refresher Training is a "hands-on" training program that covers a review of MIRS Initial Training, basic FOCUS Commands and downloading.

PREREQUISITES:

Trainees must complete the MIRS Initial Training class and have used the MIRS consistently for three months.

MIRS INTERMEDIATE TRAINING (1 DAY)

MIRS Intermediate Training is a "hands-on" training program that covers the more complex report writing, different ways to create new fields in the MIRS using the existing fieldnames and downloading.

PREREQUISITES:

Trainees must complete the MIRS Initial Training class and have used MIRS consistently for six months.

Should you have any questions regarding this letter, please contact the MIRS Consultants at (916) 324-7268, (916) 322-4897, (916) 322-7963, or via e-mail us at mirs@sco.ca.gov.